

# Thank You Letter Outline

Your information (name, address, phone number, e-mail address) should match your resume

\_\_\_\_\_ Date  
\_\_\_\_\_  
\_\_\_\_\_ Manager's Name  
\_\_\_\_\_ Manager's Title  
\_\_\_\_\_ Name of Company  
\_\_\_\_\_ Address  
\_\_\_\_\_ City /State/Zip

Dear \_\_\_\_\_:

(The date of the interview and the position you applied for)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Remind them of your skills/qualifications. Did you leave anything out? Mention it here)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(The closing- ask for a follow up or second interview. Leave your contact number)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,  
YOUR SIGNATURE  
(Your name printed)

\_\_\_\_\_